

Schedule 31-6

AGRICULTURE DEPARTMENT DAIRIES & FOODS

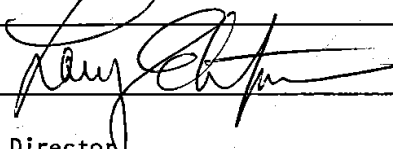
JUNE 25, 1994

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

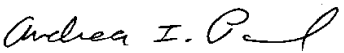
**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	31-6
	AGENCY, BOARD OR COMMISSION
	DEPARTMENT OF AGRICULTURE
	DIVISION, BUREAU OR OTHER UNIT
	Bureau of Dairies and Foods
	Supersedes Edition of May 1, 1990

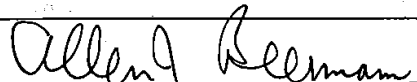
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	
TITLE Director	DATE May 20 '94

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE *	
STATE ARCHIVIST	DATE July 18, 1994

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE *	
ADMINISTRATOR	DATE July 25, 1994

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 31-6 – AGRICULTURE DEPARTMENT-DAIRIES & FOODS

31-6-1 APPLICATIONS FOR AND COPIES OF LICENSES AND REGISTRATIONS

Includes the following:

Dairy - Grade A

Milk plant, receiving station, plant fabricating single service articles, milk distributor, transfer station, milk hauler, milk producer. Grade A dairy licenses were repealed and reorganized by the 1980 Legislature. See Section 2-3901--3912, R.R.S. 1943.

Dairy - Manufacturing

Dairy plant, transfer station, producer, fieldman, grader, collector or hauler, and cream station. Dairy manufacturing licenses were repealed and reorganized by the 1980 Legislature. See Section 2-3913--3947, R.R.S. 1943.

Food

Food service establishment, egg handler, retail food store, temporary food service establishment, bakery, food processor, food storage establishment, food vending, mobile food unit/push cart, salvage processor, salvage distributor. Permits are lifetime for owner and location. Inspection fees collected annually. Food licenses were repealed and reorganized by Section 81-216.01--216.37, R.R.S. 1943.

ORIGINAL RECORD: Dispose of after 2 years provided audit has been completed.¹

REPEALED LICENSES: Dispose of after audit has been completed.¹

ON-LINE DATA: DAIRY - GRADE A & MANUFACTURING: Retain database information on-line while applicant holds current license; delete inactive applicant information from system after 2 years.

FOOD: Retain master file information on all active firms; delete history file of inactive firms after 5 years.

31-6-2 INSPECTION REPORTS

Includes the following: Food Inspection Reports, Manufacturing Milk Inspection Reports, Grade A Inspection Reports. Includes Inspection Reports for all applicants and registrants in item #31-6-1.

ORIGINAL RECORD: Dispose of after 2 years provided audit has been completed.¹

ON-LINE DATA: Delete inspection information after 5 years.

31-6-3 DAIRY AND FOOD PRODUCTS--SAMPLING AND ANALYSIS

Laboratory analysis reports of milk, dairy, and food products by the State Agriculture Laboratories.

ORIGINAL RECORD: Dispose of after 2 years.

ON-LINE DATA: Dispose of after 5 years.

31-6-4 SANITARY ORDERS

Copies of orders to food establishments to correct sanitary deficiencies.

Dispose of after 2 years.

31-6-5 REPORT OF LICENSED FOOD ESTABLISHMENTS

Computer report of all licensed food establishments in the state. Information includes name of establishment, identification number and licensing information.

Dispose of after superseded.

TAPE: Dispose of after superseded.

31-6-6 INSPECTION FEE REPORT

Formerly Quarterly Tonnage and Fee Statement Report. Report submitted monthly by each firm handling Grade A milk. Contains pounds processed for computing fees due to the State.

Dispose of after 3 years provided audit has been completed.¹

31-6-7 DELETED

31-6-8 EGG SURVEILLANCE REPORTS

Reports of egg surveillance checks performed on contract by U.S. Department of Agriculture.

Dispose of after 2 years provided audit has been completed.¹

31-6-9 WAREHOUSE INSPECTION REPORTS

Inspections of food warehouses performed on contract for Food and Drug Administration.

Dispose of after 2 years provided audit has been completed.¹

31-6-10 COMPLAINTS FORMS

Complaints received from the public on food establishments.

Dispose of after 2 years.

31-6-11 DISASTER REPORTS

Reports of foods in transit or in a commercial establishment involved in a disaster.

Dispose of after 2 years.

31-6-12 FOOD LICENSING TABLE 2B (FLRPGN02)

Report on previous inspections.

COMPUTER RECORD: Dispose of after 2 years.

SECURITY MICROFICHE: Transfer to security storage; dispose of after 2 years.

MICROFICHE WORK COPY: Dispose of after 2 years.

31-6-13 LIQUOR REQUESTS

Requests from Liquor Control to check sanitation requirements on new liquor applications.

Dispose of after 1 year.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet